

### Site Navigation Links

- **Menu:** will return you to the Main Menu from any page within the system
- **Help:** will open a help screen in a pop-up window specific to the page you are located in.
- **Log out:** will log you out of CIWQS and return you to the login page

### Date

- Shows the Current Date

### User ID

- Tells you what User ID was used to log into the system.

### Pop-up Windows in CIWQS

CIWQS uses pop-up windows in several of the Modules. A pop-up link (triggered by selecting a function or a web address hyperlink) opens a new window in your browser and uses a program called JavaScript to do so. It is possible that your web browser has disabled JavaScript. If this is the case, you may have problems viewing the pop-up windows and their content.

If you have problems viewing pop-ups your browser will show an error message. If this happens, re-enable JavaScript on your computer or contact your help desk to find out how to view pop-up windows on your computer.

## 1.3 How to Authorize an Additional User

Responsible Executive Officers have the responsibility to review and approve or disapprove pending registrations for additional CIWQS Users for their related Facility. When an additional Discharger has registered for a User ID and password via the CIWQS registration Module, an email is sent to all Responsible Executive Officers for the selected Facility with the following text:

*<Name> has requested an account to submit data on behalf of <facility> on the California Integrated Water Quality System web-site. Please visit [ciwqs.swrcb.ca.gov/activate](http://ciwqs.swrcb.ca.gov/activate) to review the User's application and to activate/refuse activation of this account. This account will not be activated and the User will not be able to submit data on behalf of <facility> until you have visited the above web site and activated the account.*



**It is only necessary for *one* Responsible Executive Officer to approve a registration for it to be validated.**

When you visit the website indicated (by clicking on the hyperlink in the email text) you will be prompted for your User ID and password to verify your identity. Once you have successfully logged in, you will be presented with the Pending Registrations for Other Dischargers page (Figure 1.13).

Name	Organization	Facility	User ID	
				<a href="#">Review</a>

**Figure 1.13 The Pending Registrations for Other Dischargers Page**



**If you are the responsible person for more than one Facility, pending registrations for all facilities will be listed on the Pending Registrations page.**

Selecting the “Review” hyperlink will bring you to the User information page (Figure 1.14)

Name	Additional Discharger	UserID	Company/Organization Representing	Facility Representing
		test2	Test One Company	CULTURED ABALONE, INC.—CULTURED ABALONE AQUACULTURE

**Figure 1.14 The User Information Page**



**Be sure to carefully consider each registration. Approving a registration grants a User access to Facility information. Disapproving a registration prevents a User from accessing any information.**

From this page, you can either approve or disapprove this registration. Clicking the “Authorize Access” button will approve the registration and allow access. Clicking the “Refuse Access” button will disapprove the registration.

If access is authorized, the User’s account is activated, appropriate security is provided, and the User is associated with the Facility.

Once the registration has been approved or disapproved, an e-mail is sent to the User with notification that the account is active or has been denied.